

## CLUB KARAOKE BYLAWS

### ARTICLE I - GENERAL

**Section A:** Name of Organization - CLUB KARAOKE

**Section B:** Purpose of Organization - The purpose of Club Karaoke is to provide a place for karaoke singers to meet and enjoy socializing with their friends and neighbors.

**Section C:** These bylaws will comply with the Association's Governing Documents (Documents) and the Policy for Chartered Clubs (Policy). In the event of a conflict between these bylaws and the Documents or Policy, the Documents or Policy will prevail.

**Section D:** This organization shall be operated as non-profit Club in accordance with applicable statutes and the Association's Documents.

### ARTICLE II – MEMBERSHIP

**Section A:** Membership shall be open to all members of SCTCA subject to certain very limited restrictions on eligibility (such as, charter clubs can be segregated for males and females like the women's and men's golf club) provided that each gender has the same opportunity, i.e., there could not be a female golf club without a male golf club being in place. Neither the SCTCA nor any charter club performs background checks or other screening for charter club eligibility, other than to confirm membership or residency in SCTCA. It is every member's responsibility to perform whatever due diligence and take any measures the member believes appropriate. For example and without limitation, members put in the situation of interacting one on one with other members of charter clubs should perform whatever due diligence they believe appropriate for safety reasons.

**Section B:** There shall be no precondition for membership, nor will members be required to join affiliated national, state or regional organizations.

**Section C: Guest Policy – Resident Guest** – All Association members are eligible to join Club Karaoke. If an Association member wishes to place his/her name and song choice in the performance queue, he/she may do so as a guest on no more than three separate visits without being required to pay membership dues. If a resident guest exceeds this limit he/she will be notified by the President. If the resident guest does not become a member, his/her name will no longer be placed in the performance queue.

**Non-resident guest** – All other individuals who are accompanied by a Club member are considered non-resident guests. Unlike resident guests, this category does not qualify for Club membership. If a non-resident guest wishes to place his/her name and song choice in the performance queue, he/she may do so on no more than three separate visits in any calendar year.

**Section D:** Dues - The dues are \$12.00 per person annually, or as set by the Club's membership.

### **ARTICLE III - OFFICERS**

**Section A:** The officers of the Club shall consist of the President, Vice-President, and Secretary-Treasurer. These officers comprise the Executive Board.

**Section B:** All officers shall be elected by a vote of the general membership and shall serve without compensation.

#### **Section C: Terms of Office and Responsibilities**

1. PRESIDENT – 1 year term. Responsibilities include presiding over membership meetings and to ensure the integrity of administrative and financial activities of the Club.
2. VICE-PRESIDENT – 1 year term. Responsibilities include acting for the President in his/her absence, as well as arranging for booking rooms.
3. SECRETARY-TREASURER – 1 year term. Responsibilities include recording minutes of business meetings, preparing said minutes and reporting to all members on a timely basis. Additional responsibilities include depositing any money received by the Club other than dues and maintaining records as provided by the CA.

**Section D:** Vacancies and Recall of Officers - These procedures will be conducted in accordance with CA policy.

**Section E:** Elections: Officers shall be elected for the following year in November by electronic vote or paper ballot or by voice vote if there is only one candidate nominated for each office.

**Section F:** At the October business meeting, the President shall call for nominations from the floor. A member being nominated from the floor must give his/her permission for the nomination. The Secretary-Treasurer shall include the list of candidates in the minutes of the October meeting.

#### **Section G.**

1. All nominated member names shall be included on both an electronic voting list and an official printed list. These names shall be submitted to the Secretary-Treasurer and Webmaster no later than 14 days prior to the election business meeting.
2. The Webmaster will prepare the voting list of nominations on the Community Association

website for the purpose of conducting electronic voting. Voting will begin at least 10 days before the scheduled election business meeting and conclude two days before the meeting. Members will be informed by email of the electronic voting time frame.

3. Members who do not participate in electronic voting will be able to vote by paper ballot at the election business meeting. The nominations committee, as appointed by the President, will confirm that the member has not previously voted electronically.

4. Elections, proposed Bylaw changes and other issues requiring membership votes shall be decided by a majority vote of the total of those members voting by either electronic voting or paper ballot. In the event of a tie vote for an officer or director, the members present at the election business meeting shall immediately vote again to break the tie. Should a tie vote again ensue, two slips containing the names of the nominees in the tie will be entered in a container and a member of the audience, chosen at random, will draw one of the slips, which shall then break the tie.

5. Election results will be reported by the Secretary-Treasurer to the general membership as soon as all voting is finalized. The new officers will be published on the website.

#### **ARTICLE IV – MEETINGS**

**Section A:** Types, Frequencies. Weekly meetings will be held for karaoke singing and socializing. A business meeting will be held once a quarter or as needed before the evening activities begin.

**Section B:** Clubs have the option to use Roberts Rules of Order or some other parliamentary meeting process to ensure order at their meetings.

**Section C:** A quorum for actions at business and regular meetings of the membership shall consist of ten percent of the members. The total number of members present at a meeting, and the absentee ballots, shall be used to determine that a quorum has been established.

A majority vote of the total of those voting is required to resolve any question on the publicized agenda not related to a Bylaws amendment.

The officer presiding at a business meeting of the membership will vote only in case of a tie.

**Section D:** Courtesy rules for performers:

1. Karaoke singers will be selected according to time of registration, and will perform in rotation.
2. Late arrivals will be scheduled at the bottom of the rotation

#### **ARTICLE V – GRIEVANCE PROCEDURES**

Club members who have grievances against the Club's policies, procedures or actions, should submit their grievances in writing to the Club's Executive Board. Prior to meeting with the Club's Board, the complainants should review the Club's By-laws to assure the changes they wish to make are in compliance. The Club's Board, or its designees will then meet with the complainants. If no resolution can be met at that level, the next steps will be:

The complainants will submit their grievance in writing using Form CC-9 and will meet with the Chartered Clubs Non-sports committee. If no resolution:

The Club's Executive Board will meet with the Chartered Clubs Non-sports committee.  
If no resolution:

Both sides will meet with the Chartered Clubs Non-sports committee, and the committee will make a decision. If no resolution:

The complainant will submit the grievance to the CA Board for final resolution.

#### **ARTICLE VI – FINANCIAL CONTROLS AND PROCEDURES**

**Section A:** Financial procedures for collection, deposit and expenditure of funds will comply with the procedures outlined in the Policy for Chartered Clubs.

#### **ARTICLE VII – AMENDMENTS TO THE BYLAWS**

**Section A:** Bylaw amendments require membership vote at a meeting duly called for such purpose.

**Section B:** Notice Requirement, Quorum and Procedures.

These procedures will be conducted in accordance with CA policy.

#### **ARTICLE VIII – Policy for borrowing equipment**

1. Non-member groups:

A. The cost of borrowing equipment is \$100.00 per event. A trained Club Karaoke DJ must operate the equipment. Equipment may not be used outdoors, for example, for a street or neighborhood party held outside. It may be used in one of our covered pavilions.

B. Club Karaoke members who borrow the equipment for another club to which

they belong, will need to get a payment of \$100.00 from that club. One of our trained DJ's must use the equipment.

2. Member use: Members who are trained to use the equipment or who obtain a Club Karaoke DJ to use the equipment, may borrow the equipment for home use, i.e. practice, parties at home, etc. for a fee of \$25.00. No outdoor use is allowed.
3. Equipment used for a charity event, junior camp, Fort Hood soldiers, etc., will not incur a charge. A trained Club Karaoke DJ must operate the equipment. **No outdoor use.**
4. Any damage to equipment may result in a charge for repair to the appropriate person/group and result in ineligibility to borrow equipment in the future.

**ARTICLE IX – CLUB DISSOLUTION**

Upon Club dissolution, all Club assets (monies, inventory and equipment) will remain assets of the Association.

FOR THE CLUB:

FOR THE ASSOCIATION:

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Name/Signature  
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Name/Signature  
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